

## MEETING #1 - January 2

At an Organizational Meeting of the Madison County Board of Supervisors on January 2, 2020 at 9:00 a.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Member  
Carty Yowell, Member  
Kevin McGhee, Member  
Charlotte Hoffman, Member  
Amber Foster, Member  
Jack Hobbs, County Administrator  
Jacqueline S. Frye, Deputy Clerk

ABSENT: Sean Gregg, County Attorney

### **1. Call to Order/Determine Presence of a Quorum**

Jack Hobbs, County Administrator (serving as the Interim Parliamentarian in the absence of Sean Gregg, County Attorney) called the 2020 Organizational meeting to order. A quorum was present.

### **2. Pledge of Allegiance & Moment of Silence**

### **3. Description of Meeting & Election Procedures**

The Interim Parliamentarian provided a brief overview of the meeting and election procedures that will be utilized for today's session. Once a Chairman has been selected, this individual will complete the remaining agenda items for today's organizational meeting as noted.

### **4. Election of the Chairman**

The Interim Parliamentarian opened the floor for nominations for the office of Chairman of the Madison County Board of Supervisors.

Supervisor Foster nominated R. Clay Jackson as the Chairman, seconded by Supervisor McGhee.

With no further nominations being brought forth, the floor was closed for nominations of a Chairman.

Supervisor McGhee moved that R. Clay Jackson be nominated as the Chairman (of the Madison County Board of Supervisors) seconded by Supervisor Foster. *Aye: Yowell, Foster, McGhee, Hoffman, Jackson. Nay: (0).*

### **5. Election of Vice-Chairman**

Chairman Jackson proceeded to open the floor for nominations for the Vice-Chairman of the Madison County Board of Supervisors.

Supervisor McGhee moved that Charlotte Hoffman be nominated as Vice-Chair, seconded by Supervisor Foster.

*Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

## 6. Adoption of an Agenda:

Chairman Jackson called for additions and/or adoption of today's Agenda.

Supervisor McGhee moved that the Agenda be adopted as presented, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

## 7. Public Comment:

Chairman Jackson opened the floor for public comment.

Mary Jane Costello, Assistant County Administrator/Finance Director, was present to provide an update on the desktop replacement project which should be completed by the designated deadline of January 15'2020. The first priority is to get the Board member's computers in order. After discussion, it was noted that all Board member's computers will have updated Adobe software in place.

Jack Hobbs, County Administrator, suggested that all Board members copy any necessary files from their computers before leaving with (with Ligon Webb, County Planner) following tonight's meeting session.

Additional information was provided on the compensation study.

After discussion, it was the consensus of the Board to discuss the compensation study at the Regular Meeting scheduled for January 14' 2019.

With no further public comment being brought forth, the session was closed.

8. Consideration of An Organizational Resolution for Calendar Year 2020: The County Administrator referred to necessary adjustments to the:

i. Bylaws (pg. 3 [from Supervisor Yowell]): *(a) Paragraph 5.7 [last sentence should say "Tuesday" [instead of Wednesday] and (b) Section VI advertising requirements for Board committees is not clear.*

Jack Hobbs, County Administrator, requested that all Board members copy what they need off their respective laptops and leave them following tonight's meeting session. Discussions on a proposed organizational resolution focused on changes to County policies. The County Administrator noted that changes to the Bylaws pertain to agenda preparation and minutes and proposed that the recently adopted surplus asset policy be combined with the former Purchasing Procedures Policy. A revised policy on credit card use adopted in 2004 was proposed.

ii. Code of Ethics

iii. Freedom of Information Act Policy

iv. Personnel Policy (existing)

v. Purchasing and Surplus Asset Policy

vi. Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conference

Supervisor McGhee moved that the Board accept the Bylaws, seconded by Supervisor Foster.

The County Administrator explained that all aforementioned documents have been combined into a single Resolution for consideration.

*\*Supervisor McGhee retracted his original motion, seconded by Supervisor Foster\**

After discussion is was clarified noted that:

- The Bylaws will be amended (based on corrections as indicated)
- Code of Ethics (remain as presented)
- Freedom of Information Act Policy (remain as presented)
- Personnel Policy (two options proposed) [existing policy]
- Purchasing and Surplus Asset Policy
- Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conferences

The Finance Director verbalized concerns regarding the proposed policy on credit cards, meals, mobile telephones, travel and conferences.

After discussion, it was noted that the Board will adopt what is being presented, but will request modifications be compiled and presented to the Board at the January 28'2020 meeting for review and discussion.

Supervisor Hoffman moved that the Board adopt Resolution #2020-1, seconded by Supervisor Foster.  
*Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

*1. The Resolution read as follows:*

**A RESOLUTION TO ADOPT AND EFFECT AN ORGANIZATIONAL PLAN FOR THE MADISON  
COUNTY BOARD OF SUPERVISORS FOR THE JANUARY 1, 2020  
– DECEMBER 31, 2020 CALENDAR YEAR  
Resolution #2020-1**

**WHEREAS**, various provisions of Code of Virginia and Madison County ordinances and policies as well as tradition indicate that the Madison County Board of Supervisors should take certain actions following an election and/or during its first meeting every calendar year,

**NOW, THEREFORE, BE IT RESOLVED** by the Madison County Board of Supervisors that the following organizational plan shall apply for the January 1, 2020 – December 31, 2020 calendar year:

**I. Bylaws**

The Madison County Board of Supervisors Bylaws and Rules of Procedure for 2020 are hereby adopted by reference.

**II. Code of Ethics**

The Madison County Board of Supervisors Code of Ethics for 2020 is hereby adopted by reference.

**III. Freedom of Information Act Policy**

The document titled The Rights of Requesters and the Responsibilities of Madison County under the Virginia Freedom of Information Act is hereby affirmed as the Madison County Freedom of Information Act policy.

**IV. Personnel Policy**

**Alternate 1:** The Madison County, Virginia Personnel Policy adopted on June 9, 2009 and last amended on August 28, 2018, is hereby affirmed.

**Alternate 2:** The Personnel Policies Manual dated May 2019 and updated as of December 27, 2019 is hereby adopted.

**V. Purchasing and Surplus Asset Policy**

The Purchasing Procedures adopted on December 11, 2007 with the addition of the Surplus Asset Policy adopted on September 25, 2018 are hereby affirmed as the Purchasing and Surplus Asset Policy.

**VI. Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conferences** A policy titled "A Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conferences" as updated on January 2, 2019 is hereby adopted by reference.

**BE IT FURTHER RESOLVED** that it is the intent of the Madison County Board of Supervisors that each of the elements above is to be in effect until replaced, amended or repealed.

**9. Committee, Liaison and Other Appointments (Frye):** The Deputy Clerk advised that today's list is current; a reply is still yet to be received from the Judge regarding reappointment of Douglas Coppedge (Board of Zoning Appeals).

**Piedmont Workforce Network**

Supervisor Foster reported that Ms. Emily Dyer will be unable to commit to attending meeting of the Piedmont Workforce Network for 2020; these meetings are continuously being cancelled after the fact due to there not being a quorum available.

After discussion, it was noted that recruitment will continue for this committee; if no appointment has been initiated, further discussion will be held at the January 14'2020 meeting session as to whether this appointment will need to be advertised to the public.

Clarification was made (at the request of Supervisor Yowell) on the difference between the Madison Rescue Squad and Thomas Jefferson EMS Council.

After discussion, it was clarified that the Thomas Jefferson EMS Council meets in Charlottesville and is currently slated to Supervisor McGhee and Supervisor Yowell.

After further discussion, it was clarified that Supervisor McGhee and Supervisor Yowell will alternate attending the meetings of the Thomas Jefferson EMS Council during 2020.

Appointments as of 1'2'2020	Term Expires	
Board of Zoning Appeals (appointed by circuit court)	<b>Douglas Coppedge</b>	<b>12/31/2019</b>
	Rodney Lillard	5 12/31/2022
	<b>E. J. Aylor, Jr.</b>	11/9/2021
	<b>James M. Lohr</b>	4/17/2021
	Roger L. Clatterbuck	4/17/2021
Building Code Board of Appeals	John Stamp, Alternate	3/10/2021
	Edward Lee Jenkins	3/10/2021
	Scott Lohr	3/10/2021
	T. Ray Lindsey	3/10/2023
	J. Daniel Crigler	3/10/2023
	Matthew Brian Utz	3/10/2023
Community Policy & Management Team	<i>Charlotte Hoffman, Board Rep.</i>	<i>12/31/2020</i>
	Brenda Allen	12/31/2020
	Martha Carroll	12/31/2020
	Wade Kartchner	12/31/2020
	Valerie Ward	12/31/2020
	Jeanette Alexander	12/31/2020
	Vassi Griffis	12/31/2020
	Taisha Chavez	12/31/2020
	Mary Jane Costello	12/31/2020
	Tiffany Woodward	12/31/2020
Electoral Board (Appointed by circuit court)	Mark Farmer, Chair	2/28/2022
	Susanna Spencer, Vice-Chair	2/28/2020
	Bonita Burr, Secretary	2/28/2021
Family Assessment & Planning Team	Morgan Corbin (Interim)	12/31/2020
	Shelly Morris	12/31/2020
	Amanda Storvick	12/31/2020
	Erica Hommel	12/31/2020
	Cari Cook	12/31/2020
	Tiffany Woodward	12/31/2020
	Missy Dillon	12/31/2020
Industrial Development Authority	James C. Graves	4/11/2021

	Maxwell Lacy, Jr.	4/11/2023
	Dudley M. Pattie	4/11/2020
	Paul D. Utz	4/11/2022
	Bill Price	4/11/2023
	Steve A. Grayson	4/11/2020
	Stephen R. Hill	4/11/2022
Parks & Recreation	Kendal Fears	12/31/2020
	Edwarren (Moonie) Frazier	12/31/2020
	Nathan Carter	12/31/2020
	Danny Crigler	12/31/2022
	David Sisson	12/31/2022
	Connie Deatherage	12/31/2022
	<i>R. Clay Jackson, Board Rep.</i>	<i>12/31/2020</i>
	<i>Carty Yowell</i>	<i>12/31/2020</i>
Planning Commission	Nancy (Nan) B. Coppedge	1/31/2022
	Fay Utz	12/31/2020
	Mike Mosko	1/31/2024
	Charles Michael Fisher	1/31/2024
	Peter Work	1/31/2023
	Pete Elliott	1/31/2021
	Stephen Carpenter	1/31/2023
	Francoise Seillier-Moisewitsch	1/31/2023
Social Services Board	Tina Weaver	6/30/2022
	Joseph Goodall	6/30/2020
	Jerry J. Butler	6/30/2020
	Charles "Nick" McDowell	6/30/2023
	<i>Charlotte Hoffman, Board Rep.</i>	<i>12/31/2020</i>
Topping Fund Committee	<i>R. Clay Jackson, Board Rep.</i>	<i>12/31/2020</i>
	<i>Amber Foster, Board Rep.</i>	<i>12/31/2020</i>
	Jack Hobbs	12/31/2020
	Annette Dodson	12/31/2020

	Greg Cave	12/31/2020
Tourism Committee	Lydia Hansen	12/31/2020
	Lynn Graves	12/31/2020
	Alan Webb	12/31/2020
	Janine Jenson-Oakerson	12/31/2020
	Brent Lohr	12/31/2020
	Trace Gardner, Ex Officio	12/31/2020
<b>External Committees</b>		
Blue Ridge Committee for Shenandoah Park Relations	<i>Carty Yowell</i>	<i>12/31/2020</i>
	<i>Kevin McGhee, Board Rep.</i>	<i>12/31/2020</i>
	Bruce Bowman, Member	12/31/2020
	James Ballard, Alternate	12/31/2020
Central Virginia Economic Development Partnership	Jack Hobbs	12/31/2020
Central Virginia Regional Jail	Erik Weaver, Sheriff	12/31/2020
	<i>Kevin McGhee, Board Rep.</i>	<i>12/31/2020</i>
Germanna Community College Board	Sarah Berry	6/30/2020
	Ann Tidball	6/30/2022
Madison Extension Council	<i>R. Clay Jackson, Board Rep.</i>	<i>12/31/2019</i>
Piedmont Workforce Development Board	<i>Amber Foster, Board Rep.</i>	<i>12/31/2020</i>
	Vacancy Pending Discussion on 1'14'2020	12/31/2020
Rappahannock Juvenile Detention Center Board	Nancy (Nan) B. Coppedge	12/31/2020
	<i>Charlotte Hoffman, Alternate</i>	<i>12/31/2020</i>
	Mary Jane Costello (Finance Committee)	12/31/2020
Rappahannock River Basin	<i>Carty Yowell</i>	<i>12/31/2020</i>

Rappahannock Rapidan Community Services Board	<i>Amber Foster, Board Rep.</i>	<i>12/31/2020</i>
Rappahannock Rapidan Division of Court Svcs/	Jeffrey Early	9/24/2022
Rappahannock-Rapidan Regional Commission	<i>Charlotte Hoffman, Board Rep.</i>	<i>12/31/2020</i>
	Jack Hobbs	12/31/2020
Rappahannock-Rapidan Food Policy Council	Brad Jarvis	12/31/2020
Regional Preparedness Advisory Committee for Interoperability	Brian Gordon	12/31/2020
Skyline Community Action Partnership (CAP)	<i>Kevin McGhee</i>	<i>12/31/2020</i>
	Peter Work	12/31/2020
Thomas Jefferson Area Criminal Justice (OAR)	<i>Kevin McGhee, Board Rep.</i>	<i>12/31/2020</i>
	Clarissa Berry	12/31/2020
Thomas Jefferson EMS Council	<i>Kevin McGhee, Board Rep.</i>	<i>12/31/2020</i>
	Carty Yowell	12/31/2020
School Capital Improvement Plan Committee	<i>Amber Foster, Board Rep.</i>	<i>12/31/2020</i>
	<i>R. Clay Jackson, Board Rep.</i>	<i>12/31/2020</i>
	Jack Hobbs, County Administrator	
Shenandoah Committee	Tracey Williams Gardner	12/31/2020
	Jack Hobbs	12/31/2020
Director of Emergency Management	<i>R. Clay Jackson, Board Rep.</i>	<i>12/31/2020</i>
Deputy Director of Emergency Management	Jack Hobbs	12/31/2020
Coordinator of Emergency Management	John Sherer	12/31/2020
Deputy Coordinator of Emergency Management	Brian Gordon	12/31/2020



Historical Society Liaison	<i>Charlotte Hoffman, Board Rep.</i>	<i>12/31/2020</i>
Madison County Fire Department Liaison	Amber Foster, Board Rep.	12/31/2020
Madison Town Council Liaison	R. Clay Jackson, Board Rep. Carty Yowell	12/31/2020 12/31/2020
Madison County School Board Liaison	Carty Yowell, Board Rep. R. Clay Jackson, Board Rep.	12/31/2020 12/31/2020
Madison County Rescue Squad Liaison	Charlotte Hoffman, Board Rep.	12/31/2020
Madison County Library Board Liaison	Charlotte Hoffman, Board Rep.	12/31/2020
Planning Commission Liaison	R. Clay Jackson, Board Rep.	12/31/2020
Tourism Committee Liaison	Amber Foster, Board Rep.	12/31/2020

Supervisor McGhee moved that the Board approve the Board Liaison & Other Appointments as amended and presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**10. Status Report on Ambulance Availability:** The County Administrator advised that based on an agreement between the County and volunteer rescue squad, the squad is supposed to provide ambulance units to paid EMS staff; however, all four (4) units have been inoperable, leaving County EMS with one (1) ambulatory unit to serve the entire locality. Outside contacts were able to provide borrowed units for use during the interim. In closing, it was advised that no permanent resolution has been developed at this point. It was also noted that (in his opinion) County EMS staff really need three (3) available units (if not four [4]), as these units are used all day every day of the year, and that a meeting will be held later today to discuss viable alternatives. The unit that is on order is anticipated to arrive at the end of January 2020.

John Sherer, Emergency Management Services, was present and advised that maintenance is constantly needed for ambulatory units; therefore, he suggested that the county take into consideration that at least one (1) ambulatory unit will be out of service on a regular basis to receive routine service and maintenance.

Brian Gordon, Director of Emergency Communications, was present and advised that the County received daily requests (from Greene County) for mutual aid assistance; Culpeper County can provide some assistance, but not Orange or Greene.

**11. Status Report on Board Goals & Priorities:** The County Administrator provided a list of the Board's goals/priorities as a result of the recent retreat session for review and consideration, as submitted from Dr. Stephanie Davis. It was suggested that the Board accept and adopt the list as amended and deemed appropriate.

Chairman Jackson: Made reference to Item 3 (Human Resources Assistant), and Item #4e (Courthouse Security), which were both briefly discussed; other items noted will need to be addressed in a timely manner; today's document represents a 'loose outline' of items that the Board will need to be addressed.

Supervisor Foster moved that the Board adopt the Madison County Goals & Priorities document as presented, seconded by Supervisor Hoffman. Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).

**12. Correspondence:** Chairman Jackson advised that David Foley of Robinson, Farmer, Cox Associates, Inc. will plan to provide a presentation to the Board at the Regular Meeting scheduled for January 14'2020.

The Finance Director advised that the first draft of the CAFR report has been received and finalized effective December 27'2019.

**13. Public Comment:** Chairman Jackson opened the floor for public comment.

Planning Commission: Charles Michael Fisher reported that:

- Pete Elliott, Commission member, is still in the ICU
- The Commission will discuss the County's zoning map
- A sub-committee meeting has been scheduled at 3:00 p.m. in the auditorium on January 9'2020 to discuss an event venue ordinance
- Greene County is planning to construct age-restricted apartment units
- The Commissions nominating committee (Nan Coppedge, Pete Elliott, Charles M. Fisher) will be responsible for nominating a new Commission Chair and Vice Chair at the January 2020 workshop session
- The Commission will continue to work on the '4 and 1 rule that allows four (4) houses to be situated on a private drive; a fifth (5th) house will require that the roadway be brought up to state standards
- The Commission will also discuss how many houses can actually be built on a piece of property (including property totaling three (3) acres

#### **14. Adjournment**

With no further action being required by the Board, on motion of Supervisor Hoffman, seconded by Supervisor McGhee, Chairman Jackson adjourned the meeting. Foster, Chairman Jackson adjourned the meeting. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of Madison County Board Supervisors

Adopted on: January 14, 2020

Copies: Board of Supervisors, County Attorney, Constitutional Officers

*Adopted Items:*

*Resolution #2020-1 [To Adopt & Effect an Organizational Plan for the Madison County Board of Supervisors for the January 1'2020 - December 31'2020 Calendar Year]*

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**Agenda**  
**Organizational Meeting**  
**Madison County Board of Supervisors**  
**Thursday, January 2, 2020 at 9:00 a.m.**  
**County Administration Building, Auditorium**  
**414 N. Main Street, Madison, Virginia 22727**

1. Call to Order/ Determine Presence of a Quorum..... Parliamentary
2. Pledge of Allegiance & Moment of Silence..... Parliamentary
3. Description of Meeting & Election Procedures.....Parliamentarian
4. Election of the Chairman..... Parliamentary
5. Election of the Vice-Chairman..... Chairman
6. Adoption of an Agenda..... Chairman
7. Public Comment.....Chairman
8. Consideration of an Organizational Resolution for Calendar Year 2019..... Chairman
  - i. Bylaws
  - ii. Code of Ethics
  - iii. Freedom of Information Act Policy
  - iv. Personnel Policy
  - v. Purchasing and Surplus Asset Policy

- vi. Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conferences
9. Committee, Liaison and Other Appointments s ..... Mrs. Frye
  10. Status Report on Ambulance Availability ..... Mr. Hillstrom
  11. Status Report on Board Goals and Priorities--..... Mr. Hobbs
  12. Correspondence
  13. Public Comment
  14. Adjournment